

CITY OF PLEASANT HILL

INSTRUCTIONS FOR COMPLETING RESIDENTIAL RENTAL BUSINESS LICENSE APPLICATION AND CALCULATION OF TAX

STEPS FOR COMPLETION OF APPLICATION:

1. Complete the page 1 of the application.
2. List all Pleasant Hill rental properties, unless they are already licensed. If you need more room, continue list on page 2 of application.
3. SIGN AND DATE APPLICATION NEAR BOTTOM OF PAGE 1.

STEPS FOR CALCULATION OF TAX:

1. 2017's tax is based on actual rentals in 2016. If all your units were rented for all of 2016 (any part of a month is considered a whole month for this calculation), pay **\$92 PER UNIT. Applicants that owned the unit(s) for less than 12 months in the previous year, must compute their tax based on an estimate of how many months the unit(s) will be rented during the current year.**
 2. If any rental unit was vacant for one or more WHOLE calendar month(s) in 2016, the tax for that unit may be prorated. **To prorate, multiply the number of rented months by \$7.67 FOR EACH UNIT. Pay this amount or the minimum tax of \$31 per unit, whichever is LARGER. Please enclose your calculation with your payment.**
 3. Make check payable to: CITY OF PLEASANT HILL. Send check, application, and prorating calculation, if applicable, to the address below.
- * If you have questions or need help with your calculation, call (925) 671-5234.
- * Mail application and payment to: CITY OF PLEASANT HILL
BUSINESS LICENSE DEPT.
100 GREGORY LANE
PLEASANT HILL, CA 94523-3323

Attention: Business Owners

Re: SB1186-Disability Access Bill

The State of California passed into legislation-SB1186, which went into effect January 1, 2013. **The bill mandates that Cities add a state fee of \$1.00 to every business license new or renewal.** There are **no exemptions allowed for this fee**, so everyone that submits an application will have to pay this fee along with the business license tax.

Information from the state:

STATE MANDATED SB1186

“Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect: www.dgs.c.gov/dsa/Home.aspx
- The Department of Rehabilitation: www.rehab.cahwnet.gov
- The California Commission on Disability Access: www.cdda.ca.gov “